



# DEPARTMENT OF FOREIGN AFFAIRS FOREIGN SERVICE INSTITUTE

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## FOREIGN SERVICE INSTITUTE'S REVIEW AND COMPLIANCE PROCEDURE IN THE FILING AND SUBMISSION OF STATEMENT OF ASSETS, LIABILITIES AND NETWORTH (SALN) AND DISCLOSURE OF BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

The Foreign Service Institute adopts the following guidelines in the Review and Compliance Procedure in the Filing and Submission of the Statement of Assets, Liabilities and Net Worth (SALN) and Disclosure of Business Interests and Financial Connections, pursuant to Civil Service Commission Resolution No. 060231 dated February 1, 2006, Memorandum Circular No.10, s.2006 dated April 17, 2006 and Resolution No. 1300455 promulgated March 4, 2013,

### Coverage

This Guidelines covers all officials of the Foreign Service Institute regardless of employment status.

### Guidelines

#### 1. Filing and Submission of SALN on Time and to the Proper Official

Employees of the Institute shall file under oath their SALNs and Disclosure of Business Interests and Financial Connections with the Personnel Section, Administrative and Financial Services Division (AFSD), on time, to wit:

- (a) Within thirty (30) days after assumption of office, statements of which must be reckoned as of his/her first day of service;
- (b) On or before April 30 of every year thereafter, statements of which must be reckoned as of the end of the preceding year; and
- (c) Within thirty (30) days after separation from the service, statements of which must be reckoned as of his/her last day of office.

Employees of the Institute are strictly required to fill in all applicable information and/or make a true and detailed statement in their SALNs.

#### 2. Duties of the Heads of AFSD and Personnel Section

Upon receiving the SALN Forms, the Head of AFSD shall evaluate the same to determine whether said statements have been properly accomplished. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer. Items not applicable to the filer should be marked N/A (not applicable).

The Head of the Personnel Section shall submit a list of employees in alphabetical order, who:  
a) filed their SALNs with complete data; b) filed their SALNs but with incomplete data; and c) did not file their SALNs to the head of the Institute, copy furnished the CSC, on or before May 15 of every year.

#### 3. Ministerial Duty of the Director-General to Issue Compliance Order

Immediately upon receipt of the abovementioned list and recommendation, it shall be the ministerial duty of the Director-General to issue an order requiring those who have incomplete data in their SALNs to correct/supply the desired information and those who did not file/submit their SALNs to comply within a non-extendible period of three (3) days from receipt of said order.

Assets and/or properties acquired, donated or transferred in the name of the filer for a particular year, but were not declared on his/her SALN for that year, as the same came to his/her knowledge only after he/she has filed, corrected and/or submitted his/her SALN, must be declared or reflected in the filer's next or succeeding SALN.

#### 4. Sanction for Failure to Comply/Issuance of a Show-Cause Order

Failure of the employee of the Institute to correct/submit his/her SALN in accordance with the procedure and within the given period pursuant to the directive in Section 3 of this guidelines shall be a ground for disciplinary action.

The Director-General shall issue a show-cause order directing the employee concerned to submit his/her comment or counter-affidavit; and if the evidence so warrants, proceed with the conduct of administrative proceedings pursuant to the Uniform Rules on Administrative Cases in the Civil Service, with the corresponding penalties, as follows:

First offense – Suspension for one (1) month and one (1) day to six (6) months  
Second offense – Dismissal from the service

5. Transmittal of All Submitted SALNs to the Civil Service Commission

The Head of AFSD shall transmit all original copies of the SALNs received, on or before June 30 of every year, to the Civil Service Commission.

6. Penalty

The Director-General and/or the Head of AFSD who failed to perform their duties may be held liable for neglect of duty under Sec.46, Chapter 7, Subtitle A, Title I, Book V of the Administrative Code of 1987 (Executive Order No. 292).

7. Authority to Establish Compliance Procedure

The Director-General shall have the authority to establish compliance procedures for the review of statements to determine whether said statements have been properly accomplished, and render any opinion interpreting the provisions on the review and compliance procedures in the filing of SALNs and disclosure of information.

In the event that the Director-General determines that a statement is not properly filed, he/she shall inform reporting individual and direct him/her to take necessary corrective action.

8. The Review and Compliance Committee

The Institute's Review and Compliance Committee, composed of one (1) Chairperson and two (2) members, designated and authorized by the Director-General, shall receive the SALNs and evaluate if the same have been submitted on time, complete and in proper form.

The Review and Compliance Committee shall prepare a list of the following employees, in alphabetical order, and shall submit the same to the Director-General, copy furnished the Civil Service Commission, on or before May 15 of every year:

- (a) Those who filed their SALNs with complete data;
- (b) Those who filed their SALNs but with incomplete data; and
- (c) Those who did not file their SALNs.

The Committee shall issue a Certification certifying that the SALNs submitted under the Summary List of Filers were reviewed and found compliant in accordance with the review and compliance procedure in the filing and submission of SALN of the Institute.

**Effectivity**

These guidelines shall remain in effect and in force, unless revoked, cancelled or suspended by a subsequent issuance.

  
CARMELITA S. MARASIGAN  
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5 September 2019